

## LESSON PLAN

### Enlistment Kit Quality

### Related Instructor Activity

### DISCUSSION POINT

<p>I. Presentation</p> <p>A. REQUIRED FORMS FOR ENLISTMENT</p> <p>B. USING THE CRUITMAN-ENL</p> <ol style="list-style-type: none"><li>1. Chapter 5 contains directions for completing each form.</li><li>2. Kit quality control is the responsibility of the EPDS.</li><li>3. All hands should be able to ensure accuracy of kits.</li><li>4. Ensure recruiters are made aware of their errors.</li></ol> <p>C. USMEPCOM Form 680-3A-E is used for the initial visit and retest of applicants at Mobile Examining Team (MET) sites or Military Entrance Processing Station (MEPS).</p> <ol style="list-style-type: none"><li>1. For an applicant's initial visit to a MEPS or MET site for any reason including medical pre-screening and for retests, recruiters are fully responsible for completing USMEPCOM Form 680-3A-E.</li><li>2. The applicant must initially present one copy of the form, completed on both sides (except shaded areas) jointly with recruiting service personnel.</li></ol>	<p>Ref: COMNAVCRUITCOMINST 1133.8 series</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------

## LESSON PLAN

### Enlistment Kit Quality

#### **DISCUSSION POINT**

#### **Related Instructor Activity**

D. Record of Military Processing – Armed Forces of the United States (DD Form 1966 pages 1-5).  
DD Form 1966 standardizes, within the services, information as it is collected and the manner in which it is recorded.

1. DD Form 1966 is the basic source document for collecting and documenting information required to decide enlistment and program eligibility at each stage of the enlistment process.
2. The form is prepared with an accompanying Electronic Personnel Security Questionnaire, which has already been covered.

E. Request For Verification of Birth (DD Form 372)

1. Under Department of Defense (DOD) policy, the military services must verify documentary proof of U.S. citizenship before granting security clearances. This form is used for verification of birth when original certificate cannot be located.
2. The DD Form 372 may not be used for verification of birth of dependants. DEERS will not accept a DD Form 372 to enroll family dependants into DEERS.

## LESSON PLAN

### Enlistment Kit Quality

#### **DISCUSSION POINT**

#### **Related Instructor Activity**

F. Medical Pre-Screen of Medical History Report (DD Form 2807-2 pages 1-5). Use of Medical Prescreen of Medical History form is mandatory for initial enlistments and reenlistments, regardless of service, that are processed at the MEPS.

G. DD Form 369 Police Record Check

1. Use of Form. One very important source of information concerning an applicant is any record of offenses held by local, county, or state officials. This information provides a more complete background profile and facilitates evaluation of an applicant's potential using the "whole person" concept.
2. Police record checks are required for all chart A offenses where a fine of over \$100 was imposed and all chart B, C, D offenses. Police record checks must be processed for each city, county, state where the applicant lived or worked.
3. To maximize cooperation with civil law enforcement agencies on police record check requests, recruiters should obtain written consent of the applicant for police record checks, specifically authorizing the Navy access to juvenile and police

## LESSON PLAN

### Enlistment Kit Quality

### Related Instructor Activity

### DISCUSSION POINT

records.

#### H. Request For Reference (DD Form 370)

1. This form is used to obtain additional information about the applicant to use in determining the applicant's suitability for enlistment or re-enlistment.
  - a. DD Form 370 is dual-purpose form. It is used as an employment reference and personal reference.
  - b. DD Form 370 may not be given to the applicant to complete under any conditions. The recruiter or appropriate recruiting personnel are solely responsible for this document.
2. References:
  - a. Employer- Employer references are required for all applicants for whom an enlistment waiver pre-enlistment kit is submitted to CNRC for enlistment approval.
  - b. The Commanding Officer may request employer references by either DD Form 370 or by using the telephonic procedures outlined in

## LESSON PLAN

### Enlistment Kit Quality

### Related Instructor Activity

### DISCUSSION POINT

<p>CRUITMAN. The Commanding Officer determines which procedure to use.</p> <p>c. Personal- Personal references may be used for HP3 applicants and full kit waivers only.</p> <p>d. Preparation. Prepare references in original only. Photocopies of references may be included in pre-enlistment kits forwarded to CNRC.</p> <p>I. Recruiter's Enlistment-Reenlistment Check-off (NAVCRUIT 1133/9). Use this form to process each applicant. When processing is completed, file the residual material in the envelope and keep in the residual file.</p> <p>J. United States Navy Illicit Behavior Screening Certificate (NAVCRUIT 1133/65). NAVCRUIT 1133/65 is used for all applicants entering the DEP and accessing on to active duty.</p> <p>1. Applicants complete the form. If they change their responses to an item during processing, they must line through the incorrect answer and initial and date next to the lined-out response or, if there are numerous changes complete a new NAVCRUIT 1133/65.</p> <p>2. Drug, Alcohol and Aberrant Behavior waivers are documented on DD Form 1966, Section 6, and</p>	
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

## LESSON PLAN

### Enlistment Kit Quality

#### **DISCUSSION POINT**

#### **Related Instructor Activity**

<p>Remarks only.</p> <p>3. Reproduced copies of the form are acceptable.</p> <p>K. Enlistee Financial Statement (NAVCRUIT 1130/13)</p> <p>1. No specific criteria for the amount of monthly expenditures paid for rent, food, utilities, etc., can be established because circumstances vary in each case. However, minimum monthly expenditures for payments of recurring debt, automobile loans, bank loans, child support and other recurring credit type debt can be easily determined and can be used to determine applicant's current financial stability and enlistment eligibility.</p> <p>2. An honest breakdown of monthly expenditures for most family personnel would include additional categories that are not on the Enlistee Financial Statement, (e.g., rent, utilities, food, clothing, automobile maintenance, gas, oil, tires, tune-ups, etc. that are not included in car payments, entertainment or miscellaneous).</p> <p>3. Financial advisors have estimated that a young military family in lower pay-grades will be required to spend 75-90 percent of their net income to pay</p>	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

## LESSON PLAN

### Enlistment Kit Quality

### Related Instructor Activity

### DISCUSSION POINT

for their basic living necessities (shelter, food, clothing).

4. Applicants enlisting in the lower pay grades with minimum credit debt payments 10 to 25 percent their net income, depending on the number of dependants within their household, will experience difficulties early in their career and should not be considered for enlistment.
5. Therefore, the total recurring credit debt and total monthly data has a greater relevance for personnel reviewing the NAVCRUIT Form 1130/13, and each outstanding debt and the monthly payment for each debt must be accurately indicated.
6. Applicants whose total recurring debt that exceeds the amounts listed in CNRCINST1130.8X are not enlistment eligible.

L. Statements of Understanding (NAVCRUIT Form 1133/53)

1. Each recruiter must brief the applicant on the contents of the Enlisted Statement of Understanding (NAVCRUIT Form 1133/53) and the Enlisted Statement of Understanding Regarding Family Members (NAVCRUIT Form 1133/71) and have the applicant initial the appropriate blocks and sign.

## LESSON PLAN

### Enlistment Kit Quality

### Related Instructor Activity

### DISCUSSION POINT

2. Place the original form in the Enlisted Service Record, with a copy of each to the applicant, and one copy of each to the residual file.
3. An applicant with dependant children who are in the custody of another adult must initial the final paragraph on the NAVCRUIT 1133/71 Statement of Understanding Regarding Family Members.
4. An applicant who is married to a spouse serving on active duty in any branch of the Armed Forces must initial all paragraphs on the NAVCRUIT Form 1133/71 Statement of Understanding Regarding Family Members. Counsel the applicant that dual military couples with dependant children must develop a single Family Care Plan which must be signed by the caregivers, both members, and submitted with Full Kit waiver.

#### M. DEFENSE SECURITY SERVICE ELECTRONIC SECURITY QUESTIONNAIRE (EPSQ)

1. Instructions broken down into:
  - a. Recruiter responsibilities
  - b. Processing responsibilities
2. Subject Edition



## LESSON PLAN

### Enlistment Kit Quality

### Related Instructor Activity

### DISCUSSION POINT

- a. Recruiter fills out applicant info
- b. Validates form
- c. Required to print "Zero Errors" report and include in kit.
- d. Recruiter will email Subject Edition or include on disk in Kit.
- 3. Security Officer Edition
  - a. Navy Liaison shop imports Subject Edition.
  - b. Completes required info.
  - c. Has applicant sign "Subject Release Form".
  - d. Liaison signs "Certification Page".
  - e. Submit EPSQ to Office of Personnel Management (OPM).
- 4. Applicants Classified into Security Ratings
  - a. Liaison includes disk copy of EPSQ in service record. Forward with service record to RTC when member ships.

## LESSON PLAN

### Enlistment Kit Quality

### Related Instructor Activity

### DISCUSSION POINT

<p>N. Other Documents</p> <ol style="list-style-type: none"><li>1. Married Applicants and Spouses Fact Sheet</li><li>2. Authorization for release of Information (Standard form 86)</li></ol>	
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--